

Dear Prospective Town of Davie Business Owner:

This Document has been prepared to assist you in completing your Occupational License Application.

PLEASE READ THESE INSTRUCTIONS CAREFULLY.

Each Business Must Obtain An Occupational License Before Opening For Business. To obtain a Town Occupational License, you must meet the following requirements:

- The License Application must be signed by the owner or an officer of the corporation.
- The license fee must be paid. Fees are not refundable.
- The zoning of your property must be checked to determine if your proposed business is a permitted use for the property.
- The Building Division must determine that your place of business meets the necessary building codes.
- A fire inspection of the premises must be conducted by a Town Fire Inspector to ensure all applicable fire codes are met.
- If necessary, your license must be approved by the Town Council (generally if your place of business is located in a residential area or if you property is zoned for agriculture, Town Council approval is needed).

SIGNS

A Permit is Required prior to the placement of all signs, both permanent and temporary. Permits may be obtained from the Planning and Zoning Division which will assist you with signage regulations. The Town may issue a 30-day permit for banners or pennants when used for grand openings or special events.

It is prohibited to erect, locate, or maintain any sign, including, but not limited to: all flashing, fluttering or otherwise moving signs; posting, advertising or writings; trailer signs; arrows; signs attached to any structure, pole, or tree; signs or banners; any signs and writings upon a vehicle; and any sign located within a public right-of-way except as otherwise provided by the Town's sign ordinance.

BUSINESS FIRE CODES

A. OUTSIDE OF BUILDING

1. No obstructions to exit doors and paths.
2. Yard area must be clear of debris and other obstructions.
3. Rubbish or trash must be stored properly.
4. After construction, you must have regularly scheduled garbage pick-up service.
5. Outside storage of flammable materials must be protected by posts, walls, fences, etc.; must be labeled as to contents and must be labeled with the name of the LP gas company.
6. Fire Control systems must be operational and free from obstructions.
7. Meter rooms must be posted with a sign: "Meter Room -- No Storage Permitted".

B. PATHS OF EGRESS

1. Aisles must be clear of obstructions.
2. Automatic closing doors must be in operating order and must be kept in their "closed" position.
3. Doors must swing in direction of exit travel.
4. Exit doors must be equipped with nothing more restrictive than "quick release" hardware when building is occupied.
5. Fire escapes and stairways must be clear of obstructions.
6. In stairwells with self-closing doors, the doors must be in the "closed" position.
7. Each required exit must be visibly identified with lettering not less than 6 inches high.
8. All exit signs must be illuminated by reliable light source (battery operated emergency lighting).
9. Exit discharges and vestibules must be kept clear.

C. ELECTRICAL

1. No defective electrical equipment or wiring shall be in use.
2. Wiring must be adequate for use and not overloaded.
3. In most cases, appliance cords cannot exceed six feet.
4. Only approved extension cords may be used (U/L listed):
 - cords may not be stapled to anything.
 - cords may not run under carpeting unprotected.
 - cords shall be of heavier gauge than the appliance serviced.

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5. Splices and ties in wiring must be in approved junction boxes.
6. Breaker and fuse boxes must be kept closed and easily accessible.
7. Circuit breakers must not be taped in "on" position.

D. STRUCTURAL

1. There shall be no holes or gaps in the walls between tenants.
2. Ceiling tiles must be in place.
3. Highly combustible material shall not be used for interior finish.
4. Building must be in good state of repair.
5. Heat producing and ventilating equipment and the areas around them must be kept clean.
6. Fire sprinkler systems must be operational.

E. INTERIOR CLEANLINESS

1. Storage of more than 20 gallons of open flammable materials is prohibited unless stored in an approved metal cabinet.
2. "No Smoking" signs must be installed in areas where flammable material is stored or used.
4. Bottled gas cylinders must be chained in the upright position.

F. FIRE EXTINGUISHERS

1. The minimum extinguisher size is 2A-10BC. Extinguishers purchased must have a service tag by a fire equipment company.
2. There shall be at least one extinguisher.
3. There shall be one extinguisher for every 2400 square feet or one not less than every 75 feet apart.
4. Extinguishers must be mounted less than 5 feet from the floor, be in clear view, and be easily accessible.
5. Extinguishers must be inspected annually by an approved fire equipment company and must have a certification tag. They must always be in operating condition.

G. COMMERCIAL COOKING EQUIPMENT

1. Gas appliances shall have an AGA seal.
2. An in-line gas shut-off is required and shall be accessible.
3. A ventilating hood must be installed over all cooking surfaces and must be equipped with a fire extinguisher system. The hood must be vented to the outside and insulated from combustible construction. Filters must be clean.

If the Town can be of any further assistance, please do not hesitate to contact one of the departments listed below:

Administration	797-1030	Information	797-1000
Administrative Services	797-1020	Occupational Licenses	797-1112 (Sandy)
Building Division	797-1130	Personnel	797-1010
(Inspections Only)	797-1128	Planning & Zoning	797-1111
Budget & Finance	797-1050	Police	797-1240
Community Services	797-1145	Purchasing	797-1015
Development Services	797-1100	Town Clerk	797-1023
Engineering	797-1113	Utilities (Billing)	797-1065
Fire	797-1090	Utilities (Operations)	433-4000